



# Seattle Design Commission

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Dear Project Proponent,

We hope that you will find Design Commission review of your project to be a helpful resource. The Commission believes that the time spent with you and your consultants at each stage of the project review process will prove valuable in the development of a quality building that reflects the City's concern for the public environment. It will also, we believe, help you to better dialogue with key city agencies charged with permitting your project.

### ***Our fee and billing practices***

Please be advised that we do charge a fee for Design Commission review of private development projects or public projects without City funding, as per SMC 3.58.090. Currently, this fee is set at **\$700 per hour**, though we do pro-rate the fee on a quarter-hour basis. We charge this fee to help recover the costs of both staff time and Commissioner time spent in preparing for and conducting the project reviews as well as any follow up, such as the preparation of Minutes which help document the discussion and recommended actions of the Commission. In truth, our real costs for providing project review services are considerably higher. The revenue generated by these private, hourly projects represents a small, but significant portion of the annual operating budget for the Design Commission.

For 2006, we will endeavor to bill on a quarterly basis. This means you can expect to receive an invoice from the Department of Planning and Development (DPD) within 90 days of your presentation to the Commission. To help expedite the process, please clarify who the billing party will be and any special billing instructions when you begin to dialogue with Commission staff about your project.

### ***Some additional facts regarding the fee for City-funded projects:***

City funded projects are billed in a different manner, as a percentage of the overall CIP budget for each sponsoring department, and are charged annually. A new and distinct funding mechanism, the Up to 1% for Design Commission program, was established by City Council in 1999 and applies only to CIP projects. This has and continues to be the primary source of Design Commission revenues.

For City-funded projects, Design Commission review is a required part of the permit process, but the Commission serves an advisory role by providing input to project proponents and City staff charged with project permitting functions. Since 1968, the Seattle Design Commission has been providing the City of Seattle with a valuable service in the review of large and small development projects by a group of committed design professionals.

We look forward to working with you as you begin the project review process. If you have any billing questions, please contact me at (206) 233-7911.

Sincerely,

Layne Cubell